

# UK-PP Finance Jamboree

#3.1 10 Sep 2018

Stephen Haywood

STFC – PPD

[Stephen.Haywood@stfc.ac.uk](mailto:Stephen.Haywood@stfc.ac.uk)

01235 446761



# Overview



- Introduction Stephen Haywood
  - Financial Processes Stephen
  - Access to Oracle Stephen
  - Use of OBIEE – Demo Steph Rankin
- } These slides

With input from

Dave Sankey, Kevin Dunford, Tricia Shand

Will not cover Procurement

# Introduction



# Web Page



The screenshot shows a web browser window with the URL <https://www.ppd.stfc.ac.uk/>. The browser's address bar shows several tabs, including 'Oracle Applicatio...', 'Oracle BI Interacti...', 'PPD Finance', and 'BBC News'. The page is a SharePoint site for the Particle Physics Department, Science & Technology Facilities Council. The user is logged in as 'Haywood, Stephen (STFC)'. The page title is 'Finance' and it provides information for the UK-PP Community concerning Oracle-Finance. The main content area includes sections for 'Getting Started', 'Procurement - iProcurement', 'Checking Financial Information', and 'Claims'. A sidebar on the right contains 'In This Section' with links to 'Travel claims' and 'Finance FAQ', 'Related Sections' with a link to 'About us', and 'Related Content' with a link to 'UK-PP Community'. The browser's status bar at the bottom shows '100%' zoom.

SharePoint

Science & Technology Facilities Council  
Particle Physics Department

About | Jobs | Contact

Experiments | Outreach | Seminars | Community | UKLO

## Finance

Information for the UK-PP Community concerning Oracle-Finance operated by UK-SBS

**Getting Started** - accessing the SBS for external (non-STFC) users

- To access SBS, please contact [Stephen Haywood](#)
- Info on [Getting started](#) - needs to be updated (8/9/19)
- [Quest Password Management](#) for Oracle password (need VPN or access via Terminal Server)

**Procurement - iProcurement**

- [Official Guide](#)
- [Short PPD Guide](#) - provided by Tim Durkin; see [Tim's talk](#) from 2nd Jamboree
- STFC Guidance
  - [Thresholds](#) and corresponding actions
  - [Exemptions from tendering](#)
- [Bill Paying - raising a requisition](#) - provided by Ian Tomalin
- Problems, questions etc, contact [Tim Durkin](#)

Checking **Financial Information**

- [Using OBIEE](#): Summary information at **Project** level and **STFC Effort** - provided by Ian Tomalin; see [Ian's talk](#) from 2nd Jamboree. **This info will be replaced after the 3rd Jamboree on 10 Sep 2018.**
- [FAQs](#).
- Problems, questions etc, contact [Stephen Haywood](#)

**Claims** - for non-STFC staff

- [Claims](#)

In This Section

- [Travel claims](#)
- [Finance FAQ](#)

Related Sections

- ▶ [About us](#)

Related Content

- ▶ [UK-PP Community](#)

<https://www.ppd.stfc.ac.uk/Pages/Finance.aspx>

# The Team



## STFC Finance

**Steph Rankin**

Management Accountant

**Nick Pickering**

Management Accountant



All emails are [Firstname.Surname@stfc.ac.uk](mailto:Firstname.Surname@stfc.ac.uk)

# The Team



PPD

**Tricia Shand**

**UKLO**

Chris Lowe

Stephen Haywood

Quarterly Travel; Invoicing

CERN T-accounts & LTA

Oversight; VAT

Programme Manager



# The Team



Swindon Office – Programmes Directorate

**Lisa Rogers**

Resource Manager

**Tony Medland**

Head of Particle Physics



We come together in quarterly SLAMM Meetings.

# Basics



## Context

- Money handled by **PPD** for UK-PP
- Corresponds to so-called “**SLA**”

## STFC Financial Year

1 April – 31 March

## Terminology

**Allocation**

Money you have been given

**Budget**

Ambiguous: Allocation, Spend

**Outturn Forecast (OTF)**      Estimated Spend at 31 March

**SLAMM**

SLA Management Meeting

# Situation



STFC Allocation ~£0.5B.

STFC required by BEIS to hit **Outturns** to 1%.

SLA Budget ~£10M.

Clearly SLA is small part of STFC expenditure, but ...

To some extent we rely on **Central Limit Theorem** – cancellations of +’s and -’s.

But tendency to **underspend**:

- **Caution**; avoiding overspend
- Fail to foresee difficulty of **procurement**
- Projects tend to run **late**

Also Projects are of quite **different sizes**.

We like to see individual projects hitting **OTF** better than ~5%.

**Overspends** are bad and embarrassing.

**Underspends** mean STFC fails to realise potential, not just PP, but running of ISIS, CLF etc. Difficult to justify continuing levels of funding.

# 2017-18



Central Limit Theorem not realised.

**Resource:** Spend £7.0M Underspend **£313k**

**Capital:** Spend £2.2M Underspend **£221k**

Issues:

- £463k underspend because could not obtain kit by EoFY; some of problems coming from SBS
- Overspend of £200k because failed to sell an asset
- Late revision of OTF, identifying underspend of £70k
- Late revision of OTF, identifying underspend of £60k
- OTFs state “We will spend it all”

# Difficulties



- Short-term Travel is billed after Quarter has ended
- STT – last Quarter is estimated
- CERN billing (LTAs) can often lag by several months
- Procurement can be slow; delays with SBS; challenge to receipt by EoFY
- In-year accounting (Govt requirement) means cannot transfer underspends to next FY
- 2018: UKRI declare with only a few weeks' notice that we will be held to Aug OTF ... Summer Hols ... little data ☹️

We do understand this is tough.

# Budget Holders



- Usually **BH = PI**
- PI has plenty to worry about, on top of £'s
- Often Senior People in Universities with other important responsibilities

However, in becoming the **UK PI**, associated with the **Budget Delegation**, you sign up to

*As a Budget Holder, you are now required to acknowledge in writing your allocations and to confirm in writing understanding and acceptance of your **budgetary responsibilities**. Briefly these are to ensure that the resources allocated are:*

- *i. ... ii. ...*
- *iii. **controlled in line with relevant STFC and PPD policies/procedures (both financial and other).***

# Budget Holders



- For big projects, the PI should probably delegate **BH responsibilities**
- As a BH, you need to take your **responsibilities seriously**
- Failure to do so may result in your being replaced and/or your Allocation being reduced or managed
- You must engage with **Oracle** ... yes, we know it is a pain
- You cannot proceed just on “dead reckoning” (separate spreadsheets)
- You cannot expect **Steph** to spoon-feed you
- You are **accountable** to STFC and ultimately the Tax Payer
- Due to recent “improvements” OBIEE is now worse than before and we need to access info differently (**MasterView**)

# CERN Team Accounts

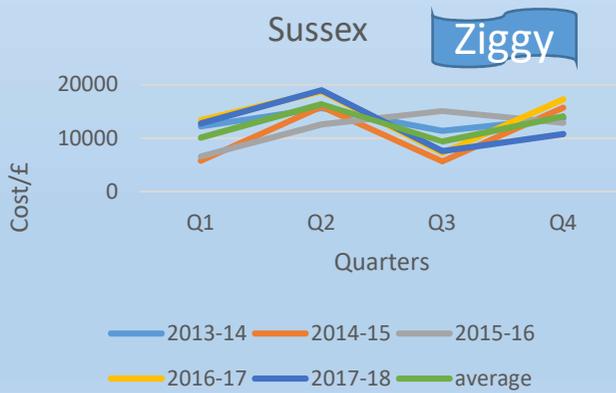
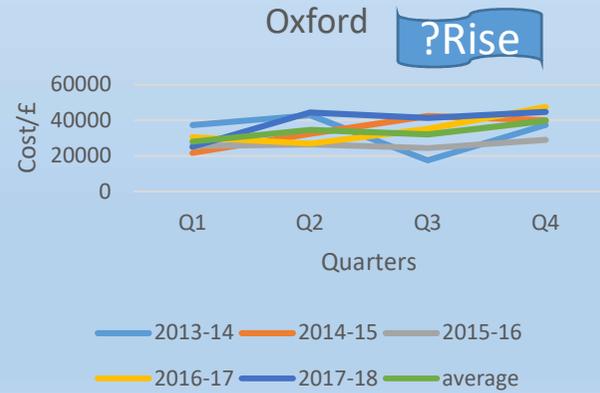
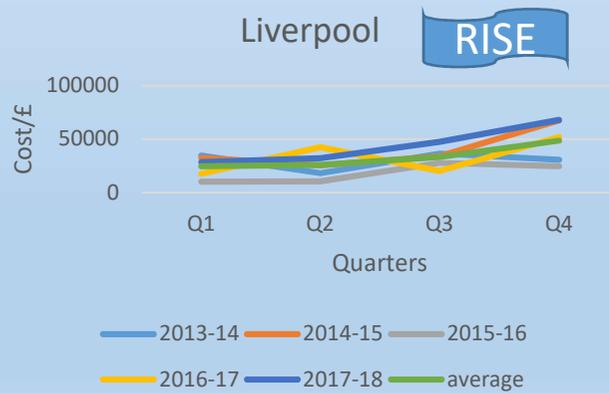
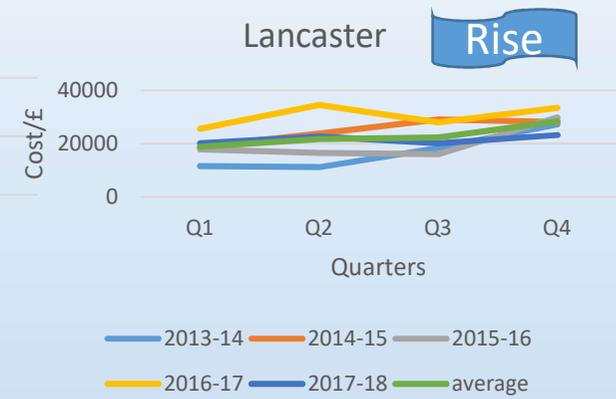
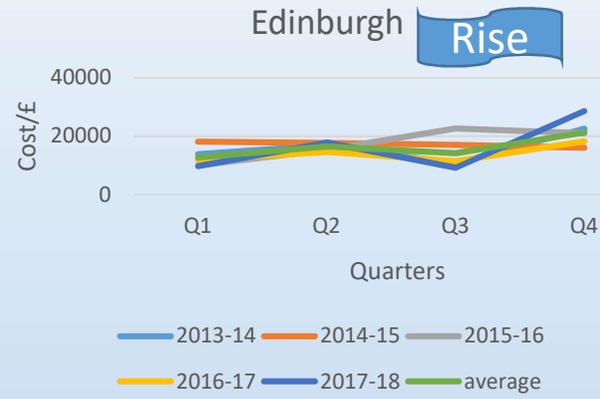
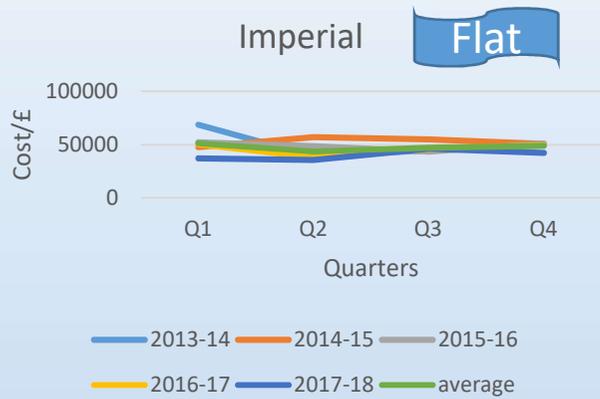


T-accounts are for paying for

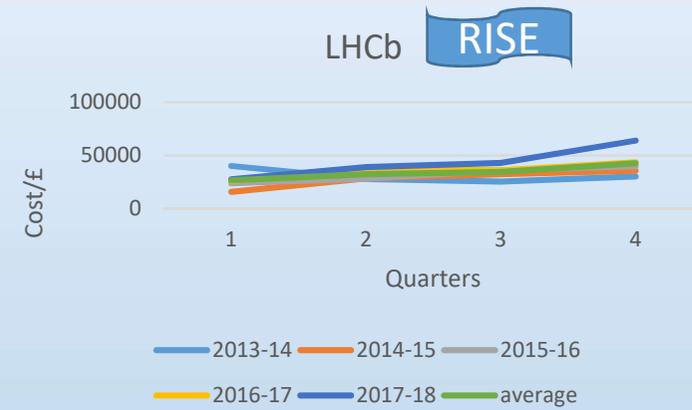
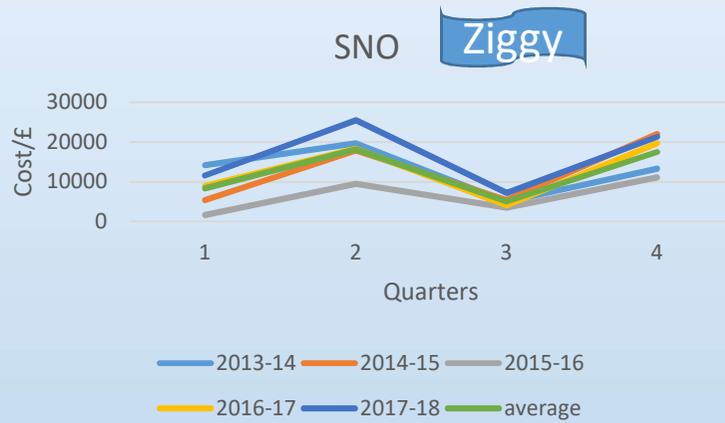
- **Services** bought at CERN (courses, Stores, PCs)
- **Multi-party purchases** through CERN Procurement
- **LTA** costs obtained through CERN (accommodation, vans)
- **M&O** bills

T-accounts should not be used as a way to circumvent procurement through UK-SBS.

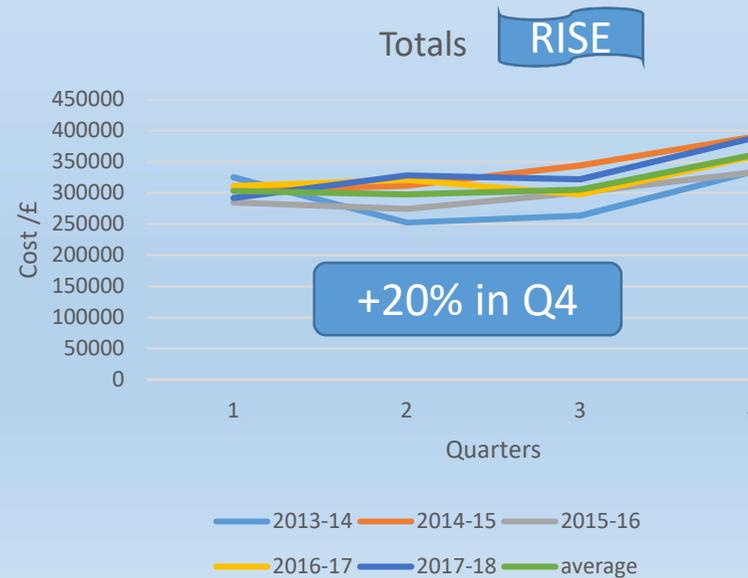
# Appendix on STT



# Appendix on STT



£300k/Q



Thanks to  
Mingqi Zhao  
(WE Student)

# Procurement



Won't cover.

VAT – ask Chris Lowe.

Can be recovered only by **owner** and for items destined for **CERN** or incidental to those items (glue, jigs, gloves, spares etc).

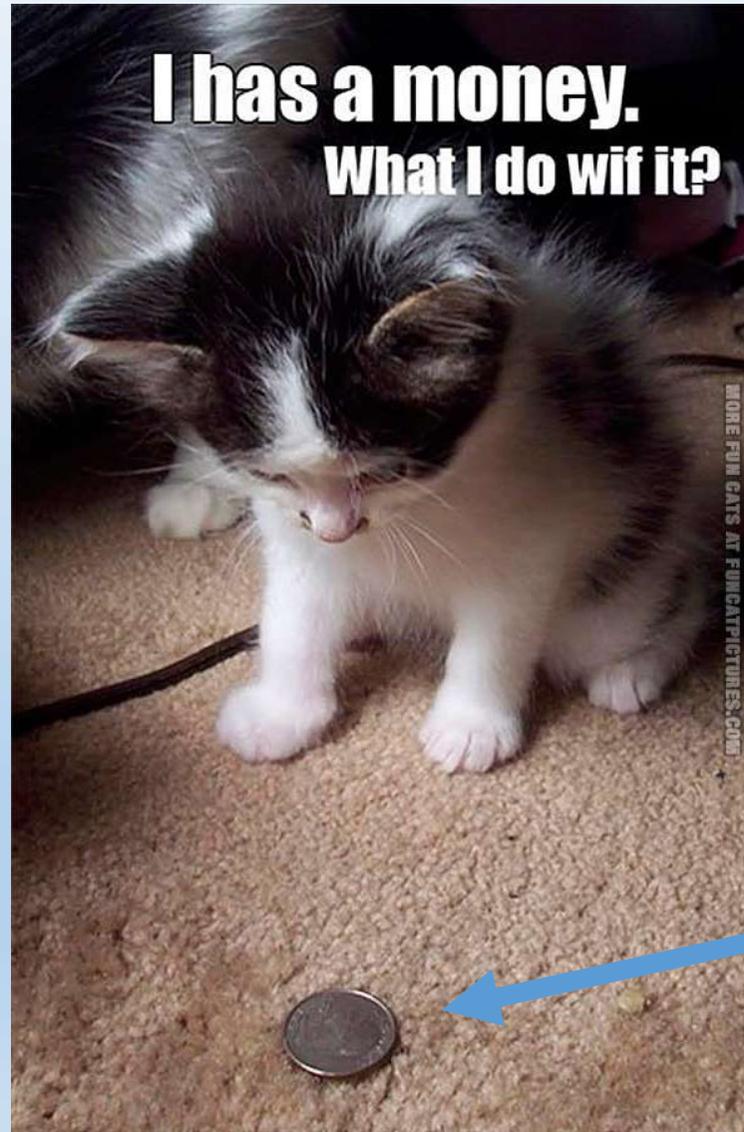
# Questions



Slides and information at

<https://www.ppd.stfc.ac.uk/Pages/Finance.aspx>

# STFC Financial Processes



Money for  
UK-PP

# Annual Cycle



Apr 1	New FY
Apr	Announce <b>Allocations</b> (known from PPGP/OsC) Ask for <b>Spend Profiles</b>
May	Obtain <b>STT</b> Allocations from BHs
Aug	Critical <b>OTF</b> for UKRI
Sep	Confirm OTF
Oct	Adjustments to Allocations
Nov	<b>Final OTF</b>
Jan	Check OTF
Feb	Estimate <b>STT</b> for Q4
Mar	<b>Oracle closes</b> for Procurement & Claims
Mar	<b>Accruals</b> for known expenditure, inc CERN
Mar 31	End of FY
Apr	Last minute corrections and accruals

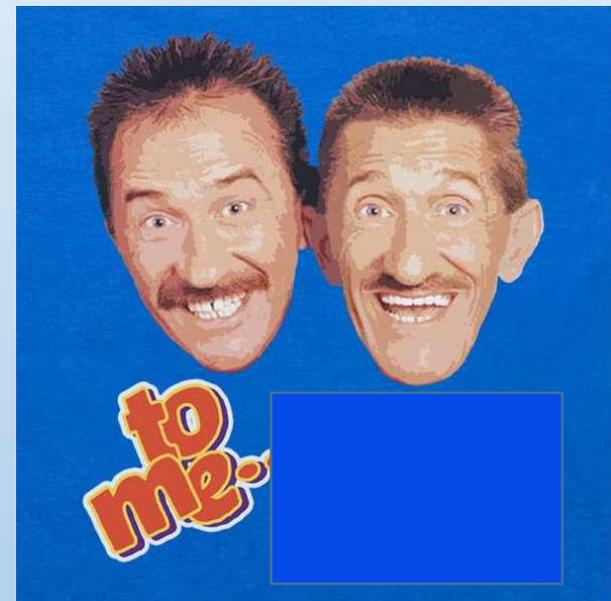
Steph assesses **Spend** every month; we discuss.

**SLAMM** roughly every Quarter.

Tricia handles **STT** after the completion of every Quarter.

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Steph assesses **Spend** every month; we discuss.

**SLAMM** roughly every Quarter.

Tricia handles **STT** after the completion of every Quarter.

**Let us know if things come to light asap.**

# What we can supply

Dumps ... when Steph sends out requests for OTFs



Project Number	Task Number	Task Name	Item Date	Provider GL Date	Employee/Supplier	Incurred By Organization Name	RCUC Expenditure Comment
2	STAK00001	6.01 WP1 RECURRENT	30/04/2018 00:00	14/05/2018 00:00	Birch, Mrs Gillian Florence Ann (Gill)	STFC - Research Division B	Order for Ilya with Metalweb Ltd
3	STAK00001	6.01 WP1 RECURRENT	16/04/2018 00:00	14/05/2018 00:00	Birch, Mrs Gillian Florence Ann (Gill)	STFC - Research Division B	Order for Ilya with Quick-Teck
4	STAK00001	6.01 WP1 RECURRENT	13/07/2018 00:00	31/07/2018 00:00	Birch, Mrs Gillian Florence Ann (Gill)	STFC - Research Division B	Order for Ilya Tsurin with Newbury Electronics
5	STAK00001	6.01 WP1 RECURRENT	13/07/2018 00:00	31/07/2018 00:00	Birch, Mrs Gillian Florence Ann (Gill)	STFC - Research Division B	Order for Ilya Tsurin with Newbury Electronics
6	STAK00001	6.01 WP1 RECURRENT	16/07/2018 00:00	31/07/2018 00:00	Birch, Mrs Gillian Florence Ann (Gill)	STFC - Research Division B	Amount taken in error
7	STAK00001	6.01 WP1 RECURRENT	20/07/2018 00:00	31/07/2018 00:00	Birch, Mrs Gillian Florence Ann (Gill)	STFC - Research Division B	Refund from Newbury Electronics
8	STAK00001	6.01 WP1 RECURRENT	04/07/2018 00:00	31/07/2018 00:00	Birch, Mrs Gillian Florence Ann (Gill)	STFC - Research Division B	Order for Ilya Tsurin with CAPLINQ
9	STAK00001	6.01 WP1 RECURRENT	16/04/2018 00:00	01/05/2018 00:00	Federal Express Europe Inc		Transportation charges
10	STAK00001	6.01 WP1 RECURRENT	19/02/2018 00:00	01/05/2018 00:00	Federal Express Europe Inc		Transportation Fee
11	STAK00001	6.01 WP1 RECURRENT	09/04/2018 00:00	01/05/2018 00:00	Federal Express Europe Inc		Transportation Fee
12	STAK00001	6.01 WP1 RECURRENT	16/04/2018 00:00	01/05/2018 00:00	Federal Express Europe Inc		Transportation charges
13	STAK00001	6.01 WP1 RECURRENT	19/02/2018 00:00	01/05/2018 00:00	Federal Express Europe Inc		Transportation Fee
14	STAK00001	6.01 WP1 RECURRENT	01/05/2018 00:00	03/05/2018 00:00	UPS Ltd		SR9103040 Courier Charges
15	STAK00001	6.01 WP1 RECURRENT	01/05/2018 00:00	03/05/2018 00:00	UPS Ltd		SR9103040
16	STAK00001	6.01 WP1 RECURRENT	23/04/2018 00:00	14/05/2018 00:00	Federal Express Europe Inc		SR 91101394 SHIPMENT 770810919755
17	STAK00001	6.01 WP1 RECURRENT	29/05/2018 00:00	31/05/2018 00:00	UPS Ltd		SR9133392 - COURIER SERVICES
18	STAK00001	6.01 WP1 RECURRENT	29/05/2018 00:00	31/05/2018 00:00	UPS Ltd		SR9133392 - COURIER SERVICES
19	STAK00001	6.01 WP1 RECURRENT	12/06/2018 00:00	14/06/2018 00:00	UPS Ltd		SR 9150446 Waybills
20	STAK00001	6.01 WP1 RECURRENT	12/06/2018 00:00	14/06/2018 00:00	UPS Ltd		SR 9150446 Waybills
21	STAK00001	6.01 WP1 RECURRENT	16/04/2018 00:00	01/06/2018 00:00	Federal Express Europe Inc		Transportation charges
22	STAK00001	6.01 WP1 RECURRENT	19/02/2018 00:00	01/06/2018 00:00	Federal Express Europe Inc		Transportation Fee
23	STAK00001	6.01 WP1 RECURRENT	01/05/2018 00:00	01/06/2018 00:00	UPS Ltd		SR9103040
24	STAK00001	6.01 WP1 RECURRENT	29/05/2018 00:00	01/06/2018 00:00	UPS Ltd		SR9133392 - COURIER SERVICES
25	STAK00001	6.01 WP1 RECURRENT	12/06/2018 00:00	14/06/2018 00:00	UPS Ltd		SR 9150446 Waybills
26	STAK00001	6.01 WP1 RECURRENT	18/06/2018 00:00	03/07/2018 00:00	Fedex Express UK Ltd		SR 9165692-
27	STAK00001	6.01 WP1 RECURRENT	18/06/2018 00:00	03/07/2018 00:00	Fedex Express UK Ltd		SR 9165692-
28	STAK00001	6.01 WP1 RECURRENT	17/07/2018 00:00	25/07/2018 00:00	UPS Ltd		SR 9201760 Pick up request 2966h113s6k
29	STAK00001	6.01 WP1 RECURRENT	17/07/2018 00:00	25/07/2018 00:00	UPS Ltd		SR 9201760 Pick up request 2966h113s6k
30	STAK00001	6.01 WP1 RECURRENT	27/03/2018 00:00	05/04/2018 00:00	UK Electronics Ltd		OVERBILL
31	STAK00001	6.01 WP1 RECURRENT	30/01/2018 00:00	19/04/2018 00:00	Mouser Electronics, Inc		BM25-4P/2-V(S3) connector
32	STAK00001	6.01 WP1 RECURRENT	22/01/2018 00:00	26/04/2018 00:00	UK Electronics Ltd		Quote Ref: UKE2559a - assembly of PixFlex_v3 boards
33	STAK00001	6.01 WP1 RECURRENT	26/03/2018 00:00	08/05/2018 00:00	Zot Engineering Ltd		Single Chip Flex - Quote Ref: 2018/02/05-1323-114
34	STAK00001	6.01 WP1 RECURRENT	27/03/2018 00:00	10/05/2018 00:00	Quick Circuits Ltd		Manufacture of BM14R_test_board & SOLDER TP BOARD - See Quote
35	STAK00001	6.01 WP1 RECURRENT	10/05/2018 00:00	15/05/2018 00:00	Quick Circuits Ltd		UNDESBILL
36	STAK00001	6.01 WP1 RECURRENT	20/04/2018 00:00	05/06/2018 00:00	UK Electronics Ltd		MFSCV3 Single Chip Flex - see quote UKE2719



... but we need you to go in for yourself

# OTF vs Allocation



Important:

When you provide your **OTF** (especially the critical one in Aug), this effectively becomes your new **Allocation**.

You should aim to hit your OTF ... not the original Allocation.



Sometimes BHs reduce their OTFs, then overspend wrt to the OTF, saying “It’s OK ... it’s still within the Allocation” ... This is not OK. STFC will have been working on the assumption that you will hit the OTF.

# Accruals



Generally costs for kit can only be captured if the items have been **receipted** – should only be done after the items have been received and checked.

**Accruals** correspond to recording the cost of an item or services for which invoice has not yet been received but cost has been incurred.

Useful at FY boundaries, eg STT Q4. Costs recorded in one FY; balance corrected in following FY.

Accruals are recorded at **Cost Centre level** and are invisible to mortals. Steph will identify these for BHs.

STFC does not welcome **pre-payment**.



# Encumbrances



Items which have been ordered but not receipted appears as **Encumbrances**.

Not usually visible, except with a bit more searching.

**Procurement** should have been discussed before being launched with BH.

**Purchasers** should check status of their purchases and **tidy up**. Completed purchases should be closed.

We do look at Encumbrances when assessing progress on **Spend**, especially as we approach EofFY. This is difficult/useless/misleading if purchases not tidied up.

Problems arise from

- POs which are not closed or are abandoned
- POs which are more than the actual cost

If you are unsure how to tidy up a PO, ask us.

# STT



Early in FY, Tricia will ask BHs for **Allocations & PO Limits**:

For each **Task**

For each **Uni**

~250 lines !



**Purchase Orders** (POs) will be set up with each Uni for  $\Sigma$  Projects.

(PO Limits tend to be slightly greater than Allocations to avoid exceeding PO due to fluctuations.)

2-4 weeks after Quarter End, receive **Invoices** from Unis – just total for each Task.

We have no details; we cannot scrutinise.

# STT

BHs should establish a mechanism for [Visit Notices](#)  
many use the [Steve Lloyd Web](#).



# Steve Lloyd Web



Browser address bar: <https://pprc.qmul.ac.uk/>

Search: Find:  Previous Next Options

## UK PP Travel Notices and LTA Approvals

Home Visit Notices LTAs View Guidance My Details Help Logout

You are logged in as Stephen Haywood from RAL-PPD. You have Roles: Director, Group Leader, Budget Holder.

### New Visit Notice

Name:	Stephen Haywood	Institute:	RAL-PPD
Email:	Stephen.Haywood@stfc.ac.uk	Date:	31/08/2018
Budget:	<input type="text"/>		
Destination:	<input type="text"/>		
Purpose:	<input type="text"/>		
Start Date:	<input type="text" value="(dd/mm/yyyy)"/>		
Number of Chargeable Nights:	<input type="text"/>		
End Date (only if not calculable from above):	<input type="text" value="(dd/mm/yyyy)"/>		
Comment (optional):	<input type="text"/>		
<b>Total Costs (to nearest £):</b>			
Registration Fees:	<input type="text" value="0"/>		
Air Fares:	<input type="text" value="0"/>		
Other Transport Costs:	<input type="text" value="0"/>		
Accommodation:	<input type="text" value="0"/>		
Subsistence:	<input type="text" value="0"/>		
Other:	<input type="text" value="0"/>		
Percentage of above charged to this budget:	<input type="text" value="100"/>		

If you enter a percentage less than 100 you will be given the option to automatically allocate the remainder to another budget later.

© 2012-18 Steve Lloyd, School of Physics and Astronomy, Queen Mary University of London.

100%

# Steve Lloyd Web



Browser: https://pprc.qmul.ac.uk/

Find: passp

## UK PP Travel Notices and LTA Approvals

Home Visit Notices LTAs View Guidance My Details Help Logout

You are logged in as Stephen Haywood from RAL-PPD. You have Roles: Director, Group Leader, Budget Holder.

### Visit Notices

Submitted	Name	Institute	Budget	Destination	Start Date	Nights	End Date	Cost	Status	Actions
24/08/2018	Wielers Monika	RAL-PPD	ATLAS Group - RAL-PPD	CERN	12/09/2018	4	21/09/2018	£300	Approved	<a href="#">View</a>
22/08/2018	Wielers Monika	RAL-PPD	ATLAS Upgrade HLT	CERN	13/09/2018	5	18/09/2018	£460	Approved	<a href="#">View</a>
15/08/2018	Julie Kirk	RAL-PPD	ATLAS HLT	CERN	05/11/2018	3	08/11/2018	£660	Created	<a href="#">View</a>
15/08/2018	Julie Kirk	RAL-PPD	ATLAS HLT	CERN	22/10/2018	3	25/10/2018	£660	Created	<a href="#">View</a>
15/08/2018	Julie Kirk	RAL-PPD	ATLAS HLT	CERN	01/10/2018	3	04/10/2018	£660	Approved	<a href="#">View</a>
15/08/2018	John Baines	RAL-PPD	ATLAS Group - RAL-PPD	Edinburgh	05/09/2018	2	07/09/2018	£139	Approved	<a href="#">View</a>
15/08/2018	John Baines	RAL-PPD	ATLAS HLT	Krakow	10/09/2018	4	14/09/2018	£340	Approved	<a href="#">View</a>
15/08/2018	John Baines	RAL-PPD	ATLAS Group - RAL-PPD	Krakow	10/09/2018	4	14/09/2018	£430	Approved	<a href="#">View</a>
09/08/2018	David Sankey	RAL-PPD	ATLAS Upgrade LICalo	Uppsala	03/09/2018	1	04/09/2018	£329	Approved	<a href="#">View</a>
26/07/2018	David Sankey	RAL-PPD	ATLAS Upgrade LICalo	Krakow	10/09/2018	4	14/09/2018	£807	Approved	<a href="#">View</a>
26/07/2018	Jens Dopke	RAL-PPD	ATLAS Tracker Upgrade RAL-PPD	CERN, Geneva	04/09/2018	0	04/09/2018	£80	Pending	<a href="#">View</a>
26/07/2018	Jens Dopke	RAL-PPD	ATLAS Group - RAL-PPD	CERN, Geneva	28/08/2018	7	04/09/2018	£140	Approved	<a href="#">View</a>
04/07/2018	Julie Kirk	RAL-PPD	ATLAS HLT	CERN	11/08/2018	4	15/08/2018	£770	Approved	<a href="#">View</a>
02/07/2018	Robin Middleton	RAL-PPD	ATLAS LICalo	CERN	12/07/2018	4	16/07/2018	£506	Approved	<a href="#">View</a>
02/07/2018	Dmitry Emel'yanov	RAL-PPD	ATLAS Group - RAL-PPD	Edinburgh	05/09/2018	2	07/09/2018	£300	Approved	<a href="#">View</a>
02/07/2018	Weimin Song	RAL-PPD	ATLAS SCT	Geneva	06/12/2018	5	11/12/2018	£500	Approved	<a href="#">View</a>
02/07/2018	Weimin Song	RAL-PPD	ATLAS SCT	Geneva	22/11/2018	5	27/11/2018	£450	Approved	<a href="#">View</a>
02/07/2018	Weimin Song	RAL-PPD	ATLAS SCT	Geneva	14/10/2018	5	19/10/2018	£430	Approved	<a href="#">View</a>
02/07/2018	Weimin Song	RAL-PPD	ATLAS SCT	Geneva	04/10/2018	5	09/10/2018	£430	Approved	<a href="#">View</a>

100%

# STT



BHs should establish a mechanism for **Visit Notices** many use the **Steve Lloyd Web**.

Unis should establish a mechanism for signing off **Claims**.

If a Uni exceeds **PO Limit**, Tricia will discuss with Proj BH about extending the PO.

Uni GLs and Proj BHs should **monitor** STT costs.

**Q4 invoices** come in too late for EofFY, therefore we estimate value. When we receive actual invoice in new FY, we record the difference.

Until now, have used mean + “intelligence” for **estimates**. X-check with Proj BHs ... watch for large collaboration travel at EofFY.

# STT

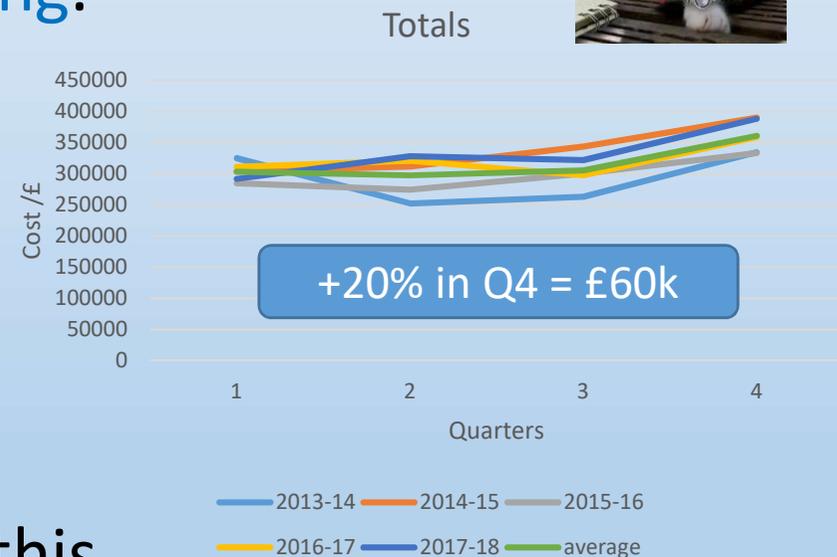
In future, use *enhanced intelligence* 😊

Speak to **Unis/Projects** which show systematic behaviour.

May need to have **global scaling**.

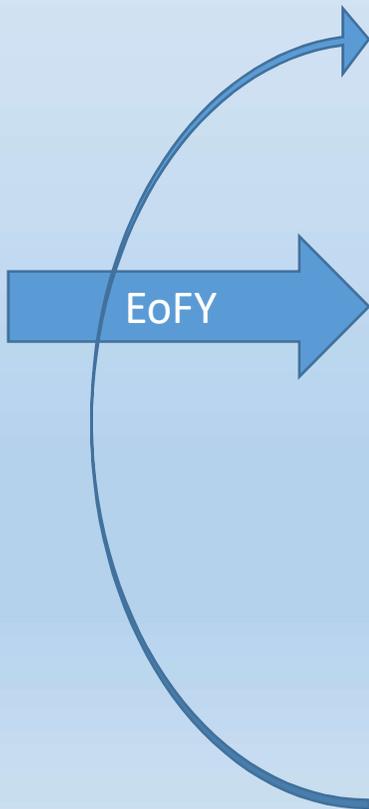
With “**Accruals**”, get winners and losers ... should not use process to move money across FY boundary.

**PPD Staff** are not included in this  
- their Claims go directly into Oracle.



STCA00041 = ILC

(simplified)  
Spreadsheet  
from  
Oracle



Project Num	Task	Item Date	Provider GL Date	Employee/Supplier	Cost	Comment added ... not in Oracle ... see eg later
STCA00041	1	28/02/2017 00:00	17/05/2017 00:00	University of Glasgow	-1379.63	Differences/accruals from FY16/17
STCA00041	1	18/07/2016 00:00	13/04/2017 00:00	University of Bristol	1587.79	Differences/accruals from FY16/17
STCA00041	1	29/06/2016 00:00	18/04/2017 00:00	University of Cambridge	-95.48	Differences/accruals from FY16/17
STCA00041	1	29/06/2016 00:00	04/05/2017 00:00	University of Edinburgh	586.94	Differences/accruals from FY16/17
STCA00041	1	29/06/2016 00:00	15/05/2017 00:00	University of Birmingham	141.39	Differences/accruals from FY16/17
STCA00041	1	30/06/2016 00:00	16/05/2017 00:00	University of Sussex	1136.78	Differences/accruals from FY16/17
STCA00041	1	30/06/2016 00:00	16/05/2017 00:00	University College London	333.45	Differences/accruals from FY16/17
STCA00041	1	30/06/2016 00:00	16/05/2017 00:00	University of Oxford	2096.85	Differences/accruals from FY16/17
STCA00041	1	27/06/2017 00:00	06/07/2017 00:00	University of Cambridge	807.3	Q1 FY17/18
STCA00041	1	28/06/2017 00:00	19/07/2017 00:00	University College London	935.71	Q1 FY17/18
STCA00041	1	28/06/2017 00:00	19/07/2017 00:00	University of Bristol	1340.07	Q1 FY17/18
STCA00041	1	28/06/2017 00:00	24/07/2017 00:00	University of Glasgow	1442.98	Q1 FY17/18
STCA00041	1	28/06/2017 00:00	01/08/2017 00:00	University of Edinburgh	1616.22	Q1 FY17/18
STCA00041	1	28/06/2017 00:00	01/08/2017 00:00	University of Liverpool	323.07	Q1 FY17/18
STCA00041	1	28/06/2017 00:00	01/08/2017 00:00	University of Oxford	88.71	Q1 FY17/18
STCA00041	1	27/06/2017 00:00	01/08/2017 00:00	University of Birmingham	379.69	Q1 FY17/18
STCA00041	1	28/06/2017 00:00	02/08/2017 00:00	University of Sussex	1079.91	Q1 FY17/18
STCA00041	1	28/06/2017 00:00	10/10/2017 00:00	University of Glasgow	2380.77	Q2 FY17/18
STCA00041	1	28/06/2017 00:00	23/10/2017 00:00	University of Edinburgh	382.41	Q2 FY17/18
STCA00041	1	28/06/2017 00:00	23/01/2018 00:00	University of Glasgow	757.37	Q3 FY17/18
STCA00041	1	28/06/2017 00:00	01/02/2018 00:00	University of Oxford	73.68	Q3 FY17/18
STCA00041	1	31/01/2018 00:00	09/02/2018 00:00	University of Edinburgh	1301.3	Q3 FY17/18
STCA00041	1	28/06/2017 00:00	09/02/2018 00:00	University College London	1064.29	Q3 FY17/18
STCA00041	1	31/01/2018 00:00	09/02/2018 00:00	University College London	1184.12	Q3 FY17/18
STCA00041	1	27/06/2017 00:00	08/03/2018 00:00	University of Birmingham	130	Q4 estimate FY17/18
STCA00041	1	27/06/2017 00:00	08/03/2018 00:00	University of Cambridge	270	Q4 estimate FY17/18
STCA00041	1	28/06/2017 00:00	08/03/2018 00:00	University of Bristol	450	Q4 estimate FY17/18
STCA00041	1	31/01/2018 00:00	12/03/2018 00:00	University of Edinburgh	100	Q4 estimate FY17/18
STCA00041	1	28/06/2017 00:00	12/03/2018 00:00	University of Glasgow	1500	Q4 estimate FY17/18
STCA00041	1	22/02/2018 00:00	12/03/2018 00:00	University of Edinburgh	1000	Q4 estimate FY17/18
STCA00041	1	28/06/2017 00:00	13/03/2018 00:00	University of Liverpool	110	Q4 estimate FY17/18
STCA00041	1	28/06/2017 00:00	13/03/2018 00:00	University of Sussex	920	Q4 estimate FY17/18
STCA00041	1	31/01/2018 00:00	13/03/2018 00:00	University College London	700	Q4 estimate FY17/18
STCA00041	1	31/01/2018 00:00	13/03/2018 00:00	University College London	115	Q4 estimate FY17/18
STCA00041	1	28/06/2017 00:00	10/04/2018 00:00	University of Glasgow	-1064.79	difference between actual invoice and estimate
STCA00041	1	27/06/2017 00:00	17/04/2018 00:00	University of Cambridge	-270	difference between actual invoice and estimate
STCA00041	1	31/01/2018 00:00	18/04/2018 00:00	University of Edinburgh	-100	difference between actual invoice and estimate
STCA00041	1	22/02/2018 00:00	18/04/2018 00:00	University of Edinburgh	-531.23	difference between actual invoice and estimate
STCA00041	1	28/06/2017 00:00	19/04/2018 00:00	University of Liverpool	140.36	difference between actual invoice and estimate
STCA00041	1	28/06/2017 00:00	26/04/2018 00:00	University of Sussex	-920	difference between actual invoice and estimate
STCA00041	1	31/01/2018 00:00	26/04/2018 00:00	University College London	-8.42	difference between actual invoice and estimate
STCA00041	1	31/01/2018 00:00	26/04/2018 00:00	University College London	-115	difference between actual invoice and estimate
STCA00041	1	28/06/2017 00:00	14/05/2018 00:00	University of Bristol	-450	difference between actual invoice and estimate
STCA00041	1	27/04/2018 00:00	14/05/2018 00:00	University of Birmingham	425.01	difference between actual invoice and estimate
STCA00041	1	27/06/2017 00:00	15/05/2018 00:00	University of Birmingham	295.01	difference between actual invoice and estimate
STCA00041	1	27/04/2018 00:00	14/05/2018 00:00	University of Birmingham	-425.01	difference between actual invoice and estimate
STCA00041	1	26/06/2018 00:00	17/07/2018 00:00	University of Glasgow	276.61	Q1 FY18/19
STCA00041	1	26/06/2018 00:00	13/08/2018 00:00	University of Birmingham	1000	Q1 FY18/19



- Q1
- Q2
- Q3
- Q4
- Est
- Q1
- Diff
- Q1

EXAMPLE		
	1500 Glasgow - estimate	110 Liverpool - estimate
	-1064.79 DIFFERENCE (see de-receipt on Line 36)	140.36 DIFFERENCE (see receipt on Line 40)
	<b>435.21</b> Glasgow invoice for Q4 (actual)	<b>250.36</b> Liverpool invoice for Q4 (actual)

NOTE: where there are two lines receipted for the same university in the same quarter (ie UCL - Q3). This is because the first line on the PO for this project has been fully used and additional funds added on a separate line

# STT



STCA00041	1	27/06/2017 00:00	08/03/2018 00:00	University of Birmingham	130	Q4 estimate FY17/18
STCA00041	1	27/06/2017 00:00	08/03/2018 00:00	University of Cambridge	270	Q4 estimate FY17/18
STCA00041	1	28/06/2017 00:00	08/03/2018 00:00	University of Bristol	450	Q4 estimate FY17/18
STCA00041	1	31/01/2018 00:00	12/03/2018 00:00	University of Edinburgh	100	Q4 estimate FY17/18
STCA00041	1	28/06/2017 00:00	12/03/2018 00:00	University of Glasgow	1500	Q4 estimate FY17/18
STCA00041	1	22/02/2018 00:00	12/03/2018 00:00	University of Edinburgh	1000	Q4 estimate FY17/18
STCA00041	1	28/06/2017 00:00	13/03/2018 00:00	University of Liverpool	110	Q4 estimate FY17/18
STCA00041	1	28/06/2017 00:00	13/03/2018 00:00	University of Sussex	920	Q4 estimate FY17/18
STCA00041	1	31/01/2018 00:00	13/03/2018 00:00	University College London	700	Q4 estimate FY17/18
STCA00041	1	31/01/2018 00:00	13/03/2018 00:00	University College London	115	Q4 estimate FY17/18
STCA00041	1	28/06/2017 00:00	10/04/2018 00:00	University of Glasgow	-1064.79	difference between actual invoice and estimate
STCA00041	1	27/06/2017 00:00	17/04/2018 00:00	University of Cambridge	-270	difference between actual invoice and estimate
STCA00041	1	31/01/2018 00:00	18/04/2018 00:00	University of Edinburgh	-100	difference between actual invoice and estimate
STCA00041	1	22/02/2018 00:00	18/04/2018 00:00	University of Edinburgh	-531.23	difference between actual invoice and estimate
STCA00041	1	28/06/2017 00:00	19/04/2018 00:00	University of Liverpool	140.36	difference between actual invoice and estimate
STCA00041	1	28/06/2017 00:00	26/04/2018 00:00	University of Sussex	-920	difference between actual invoice and estimate
STCA00041	1	31/01/2018 00:00	26/04/2018 00:00	University College London	-8.42	difference between actual invoice and estimate
STCA00041	1	31/01/2018 00:00	26/04/2018 00:00	University College London	-115	difference between actual invoice and estimate
STCA00041	1	28/06/2017 00:00	14/05/2018 00:00	University of Bristol	-450	difference between actual invoice and estimate
STCA00041	1	27/04/2018 00:00	14/05/2018 00:00	University of Birmingham	425.01	difference between actual invoice and estimate
STCA00041	1	27/06/2017 00:00	15/05/2018 00:00	University of Birmingham	295.01	difference between actual invoice and estimate
STCA00041	1	27/04/2018 00:00	14/05/2018 00:00	University of Birmingham	-425.01	difference between actual invoice and estimate
STCA00041	1	26/06/2018 00:00	17/07/2018 00:00	University of Glasgow	276.61	Q1 FY18/19
STCA00041	1	26/06/2018 00:00	13/08/2018 00:00	University of Birmingham	1000	Q1 FY18/19

		<b>EXAMPLE</b>		1500 Glasgow - estimate		110 Liverpool - estimate
				-1064.79 DIFFERENCE (see de-receipt on Line 36)		140.36 DIFFERENCE (see receipt on Line 40)
				<b>435.21</b> Glasgow invoice for Q4 (actual)		<b>250.36</b> Liverpool invoice for Q4 (actual)

# Travel Costs



When estimating Travel Costs, look at actual spend in **Oracle** and consider (look at Steph's slides):

- How many Quarters of **STT** have been recorded
- How many months of **LTA** costs have been recorded

If you don't check all Travel tasks, make sure **sub-BHs** check and report back to you.

# STFC Staff Effort



PPD, TD & SCD effort is booked through OTL (Oracle Time & Labour).

Most PPD effort is paid for under the “Baseline” and will not be visible to the Projects (because it is not a cost to them).

Project effort will be visible and is generally “burdened” (Overheads) at 74%.

Effort is charged at rates which depend solely on a person’s Band and not actual salary. We can provide info for rates on request.

# Capital

Generally relates to items which are classified as “**Assets**” (large items usually located at STFC sites) which cost more than **£10k**.

(Even if the value drops below £10k due to depreciation, it remains an Asset.)

However, items at CERN can qualify, and composite items with components less than £10k may also qualify.

Complicated!

**Capital** money cannot be handled in the same way as **Resource** money ... the two do not mix.

(Procure Capital items as with any other items ... but you must indicate an **Account Code** of **5203**.)



# Questions

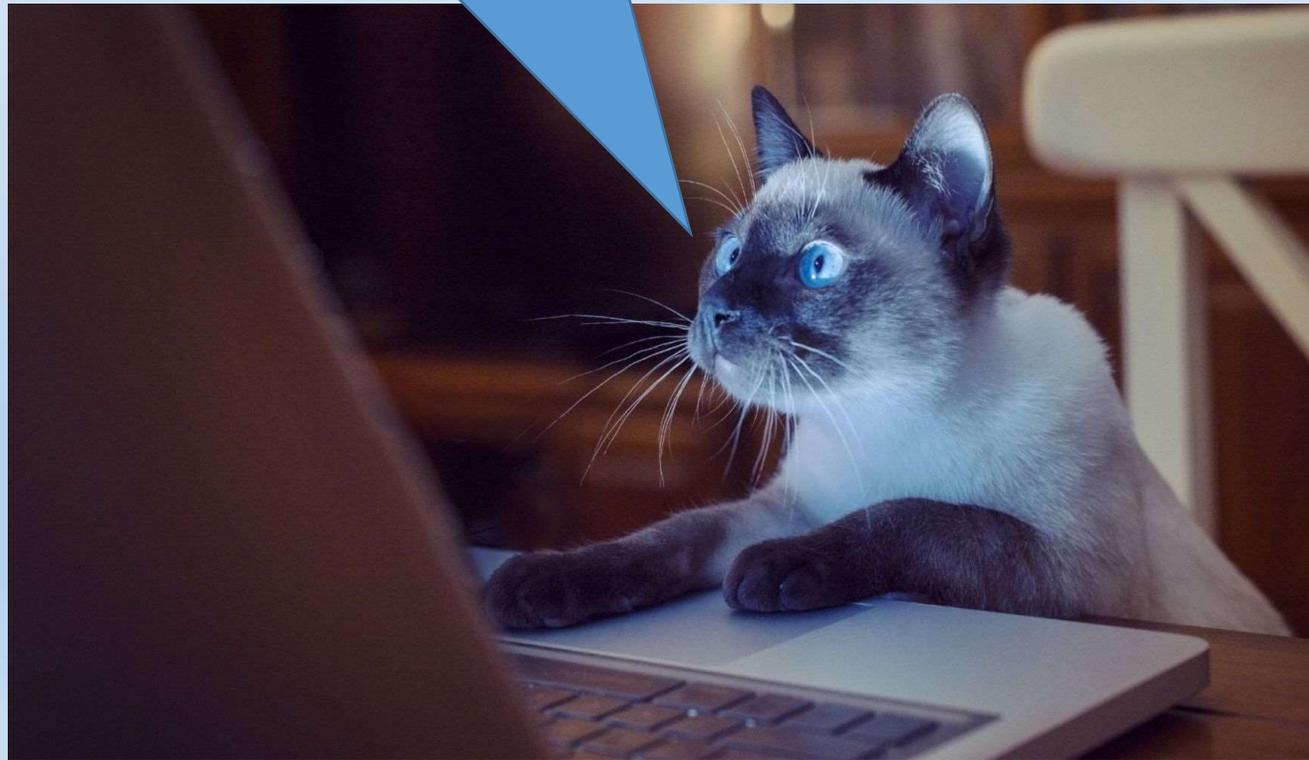


Slides and information at

<https://www.ppd.stfc.ac.uk/Pages/Finance.aspx>

# Access to Oracle

Who wrote this &^^&%^\$%^\$  
software ??



# Getting an Oracle Account



Can take between 2 weeks and 6 months ☹️

1. User requests **access**
2. Complete **Right-to-Work** check
3. Add to CDR Directory
4. Authorise **VPN** access
5. Obtain **Federal ID** and password
6. Complete **New Starter** form
7. Complete User Provisioning in SBS
8. Request access from Finance for Procurement
9. Forward **Oracle Username** and **Password** to user – does expire
10. Send **Responsibilities Letter** and **Training** material to user



# Right-to-Work



Requirement from Govt ☹️

1. Place **passport** on square & photocopy **together** – **must** be witnessed by **STFC person**
2. STFC Person **certifies/signs/dates**
3. Completed form posted or scanned to **STFC HR**

You must not scan passport and insert into template.

UK Research and Innovation

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I certify this is a true likeness of the original document.

Sign

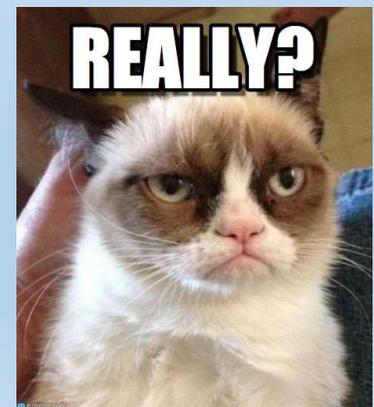
Print Name

Date of check

# Password Management



- You will need to change your **password** in Oracle every **90 days**
- This is done through **Quest Password Manager**  
<https://letmein.ssc.rcuk.ac.uk/QPM/User/Identification/>
- You should set up **hints**



# Accessing UKSBS



Oracle works best on [Internet Explorer](#) (Windows).

Until now, to access Oracle, we have recommended

- Use [VPN](#) (Virtual Private Network)

But VPN can be [problematic](#)

- Broken access to [local resources](#) (eg Printing)
- Some sites (and some ISPs) [block](#) current VPN
- And in past had to fiddle with [proxy](#) settings

And today our VPN is even more obsolete and more likely to be blocked...

- Eg special VPN available for Macintosh as old VPN no longer supported

# Alternative to VPN



STFC have recently introduced a secure gateway for Microsoft Remote Desktop (Windows).

- Can now run [Internet Explorer](#) on [Terminal Server](#) at RAL with no need for VPN any more
- Even usable from Geneva airport!
- Clients available on [Windows](#), [Mac](#) and [linux](#)



*Will be recommendation going forward*

- [Documentation](#) being prepared
- [Guinea pigs](#) welcome!



# Alternative to VPN



## Remote Desktop:

Eg Windows 10: Windows Accessories → Remote Desktop Connection





# Questions



Slides and information at

<https://www.ppd.stfc.ac.uk/Pages/Finance.aspx>